

h. Case plan agreements.

- (4) In conjunction with an OMC, an officer must independently verify each of the elements listed above. Verification can occur before, during, or after the OMC.
- (5) The officer must complete the OMC in the Case Planning System, including a description of how each of the essential elements was verified.
- (f) **Initial Home Contact (IHC).** The first home contact that, in addition to the requirements of a home contact defined in [.0203\(b\)](#), will also include the following essential elements:
 - 1. Familiarize household members with the rules and expectations of supervision;
 - 2. Document the names and relationships of those household members willing to provide them;
 - 3. Obtain the offender's consent to complete a walk-through of the residence. The walk-through may be conducted pursuant to the warrantless search regular condition. An officer should not conduct a walk-through if he/she feels the residence is unsafe;
 - 4. Note entrances, exits, common areas, and private areas for future searches.

(g) Initial Supervision Interview (ISI). A face-to-face interview between the supervising officer and the offender as soon as possible after the offender is placed under the officer's supervision. The initial supervision interview is the first meeting between the officer and offender. The intent is to establish a positive non-threatening rapport with the offender. The officer should have basic risk information and knowledge about the offender prior to the meeting. The information will assist the officer in making sure the offender is aware of immediate conditions required to be monitored.

By the conclusion of interview, the officer will complete the following:

1. Search for the offender on the North Carolina and National sex offender registries, as required under [G.S. 15A-1341\(d\)](#), and document in OPUS that the search was completed. If the offender was ordered on the judgment to register as a sex offender, the officer will ensure that the offender's name appears on the registry.
2. Check CJLEADS or AOC's Civil Case Processing System (VCAP) to see if the offender is subject to any protective or no-contact orders (for example, a 50B domestic violence protective order). Obtain copy of the 50-B if available.
3. Check appropriate OPUS Online SRG screens to determine if there are previous SRG validations or associations and if previous SRG validations are noted; refer to an SRG Intelligence Officer.
4. Conduct global record check using CJLEADS or ACIS. Subsequent record checks will be performed by using the AOC alerts.
5. If available, give the offender a copy of the judgment and conduct a line- by-line review of all conditions. The officer will read conditions aloud, explaining them to the offender. If the offender has limited English proficiency, the officer will follow the procedures set out in [§C.0623](#), Limited English Proficient Offenders.
6. If the offender is subject to house arrest with electronic monitoring or an electronically monitored curfew, review form [DCC-70](#) and ensure the offender has signed and received a copy. If the offender is subject to satellite based monitoring, review form [DCC-44](#) and ensure the offender has signed and received a copy.
7. If the court found at sentencing that the offender committed acts of domestic violence, inform the offender that it may be a violation of federal law for the offender to possess a firearm or ammunition.
8. Review the completing supervision successfully brochure with the offender and provide them with a copy.
9. For active sex offender cases, obtain the offender's signature on the [Acknowledgement of Limited Confidentiality & Waiver, DCC-43](#) and complete a sex offender crime version.

(h) **Initial Offender Management Contact (IOMC).** The first Offender Management Contact that includes the mandatory elements of an OMC, as